



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

CLASSIFICATION:	SUPERVISING TRANSPORTATION ENGINEER, CALTRANS
POSITION TITLE:	DISTRICT ASSET, SUSTAINABILITY, INNOVATION MANAGER
DIVISION:	DESIGN SERVICES
LOCATION:	DISTRICT 4 – OAKLAND
SALARY:	\$11,407 - \$12,958
FINAL FILING DATE:	April 26, 2019

RESPONSIBILITIES

Under the general direction of the Design Services Manager, the incumbent works with District 4 Executive Management and the District's divisions to establish, implement, and maintain Asset Management, Sustainability and Innovation Plans for the Design Division. The incumbent serves as the Office Chief for the Office of Design Services and is responsible to plan, implement, and control tasks assigned to the Office within budgetary resources while following policies and practices governed by Caltrans and participating local agencies.

The incumbent will coordinate with the District 4 Asset, Sustainability, Innovation Management Chief, Structures Maintenance Investigations, Planning, Operations, Project/Program Managers, Sustainability Program and staff of the California Transportation Commission and Bay Area Transportation Agency. The incumbent is responsible for decisions, actions, and consequences inherent in the planning, organizing, directing and monitoring of activities necessary to deliver large complex transportation projects assigned to the Office.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. Resumes, letters, and other materials **will not** be considered as your response to the SOQ.

1. Demonstrated knowledge and experience in supervisory and management skills and responsibilities, including workload balancing, employee safety, employee development, Equal Employment Opportunity policies, and employee conduct and discipline.
2. Demonstrated ability to initiate and maintain working relationships with internal and external partners and customers, participate in public forums, represent Caltrans, and serve in a consulting and coordinating capacity with other departmental functional units.
3. Demonstrated ability to communicate effectively, both orally and in writing, including group presentations and effective negotiation skills.
4. Demonstrated ability to interpret and implement Caltrans' mission and goals while leading a staff towards completion of tasks and projects on schedule and within budget.
5. Demonstrated ability to resolve complex issues requiring coordination and concurrence of Caltrans District 4 personnel, Headquarters personnel, and external partners.

SOQ Instructions:

- Must not exceed two (2) pages in length
- Must be written in no less than 12 point font
- Each evaluation criteria must be addressed separately and in order

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate.

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/3155.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 19MSP11**
2. Complete the Statement of Qualifications (SOQ)
3. Submit the State application and SOQ to:

Department of Transportation
ATTN: Leslie Mazzeo (19MSP11)
1727 30th Street, MS-86
Sacramento, CA 95816

The State application must be received or postmarked by the final file date of **April 26, 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

*Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).***

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-86, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.